

*Financial Statements*

Essex Regional Health Commission  
December 31, 2017

**ESSEX REGIONAL HEALTH COMMISSION  
AUDIT REPORT  
DECEMBER 31, 2017**

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# DeSena & Company

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners  
Essex Regional Health Commission  
Livingston, NJ 07039

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities of Essex Regional Health Commission (Essex), as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise Essex's basic financial statements as listed in the table of contents.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### *Opinions*

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities of Essex, as of December 31, 2017, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Other Matters*

##### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3–6 and 15-21 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of

the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Essex's basic financial statements. The Schedule of Expenditures of Federal and State Financial Awards is presented for purposes of additional analysis and are not a required part of the basic financial statements. The Schedule of Expenditures of Federal and State Financial Awards is presented for purposes of additional analysis as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated September 21, 2018, on our consideration of Essex's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Essex's internal control over financial reporting and compliance.



DeSena & Company

East Hanover, New Jersey  
September 21, 2018

# ESSEX REGIONAL HEALTH COMMISSION

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CARRIE NAWROCKI, EXECUTIVE DIRECTOR

## Managements Discussion and Analysis Report

The purpose of this statement is to provide management's perspective on the status and fiscal viability of the Commission. It should be read in conjunction with the full text of the annual audit report.

### Authority

The Commission is a duly authorized governmental agency established and operating under NJSA 26:3-83et.seq. It is governed by a Board of Commissioners which under NJSA 26:3-92 has the functional authority of a local board of health, including legislative powers to adopt ordinances. The Commission's regional ordinances are applicable to all member municipalities and are enforced by the court of local jurisdiction.

### Board of Commissioners

Thirteen of the twenty two municipalities of Essex County are represented by a Commissioner having a single vote. As a public body, the Board meets on a regular basis to set Commission policy, take legislative actions, adopt and/or amend an annual budget and take other appropriate actions. All meetings are duly advertised in accordance with the NJ Open Public Meetings Act.

### Management-Staffing

The Commission's Executive Director functions as both the CEO and has full responsibility for the day to day operation of the agency.

The Commission staff presently comprises ten professional/administrative employees with diverse, education, training, and experience in public/environmental health.

### Programs and Services

The Commission is a regulatory agency with jurisdiction in two distinct areas:

Environmental Health  
Public Health

Environmental Health Programs include those specified under the County Environmental Health Act (CEHA) (NJSA 263A2-21 et. seq.) and the Air Pollution Control Act (NJSA 26:2C-1 et. seq.)

Public health services performed pursuant to our designation by the NJDHSS as the "LINCS" Agency for Essex County include a vast array of functions primarily related to bioterrorism preparedness and response to public health emergencies.

The foregoing programs are conducted in conjunction with both local and state agencies and are subject to extensive reporting requirements.

**Financial Status and Assessment of Long Term Operational Liability**

The Commission's operational model is somewhat more like a business enterprise than a typical governmental agency. While it is in fact a duly authorized governmental agency, it does not exist by statutory mandate; rather, it functions as a discretionary vendor of service to contracting governmental units such as its member municipalities, the County of Essex, NJDEP, NJDOH and the USEPA. Each relationship is subject to termination on a year to year basis; thus, the viability of the Commission is a function of at least two factors: delivery of a quality service and the annual allocation of available resources by contracting units.

The Commission is able to attain certain economies through the regionalization of services. While this enables the Commission to provide cost efficient programs and services, it has the downside of requiring a critical level of participation in order to sustain such efficiencies.

By Statute a regional health commission is authorized to receive funds from any source. Since the late eighties, the Commission has operated a registration/permit system which generates revenue from sources of air pollution throughout the County. In its original form, the system was adopted by ordinance for purposes of generating the revenue level necessary to continue operations as member municipalities were unable to increase, or perhaps even sustain, contributions at levels sufficient to meet basic program needs. At the time, the revenue system was strongly supported by the NJDEP as an appropriate and efficient means of program support.

Prior to 1995, the Commission was able to increase fee levels as additional funds were required. However, in 1995, there was a radical change in sentiment at the State level as to how and to what extent fee based revenue systems should be operated. Ultimately, in 1995, amendments to the NJ Air Pollution Control Act placed statutory limits on the ability of local, county and regional agencies to charge new fees or increase those in place as of June 15, 1995.

Fees are billed on a standard five year cycle and are accounted for as deferred revenue which is amortized against current revenue on an annual basis. Funds not needed for current operations are invested in the NJ Cash Management Fund.

In addition to the several other sources of revenue reflected in the budget, the Commission maintains a reserve balance which it uses as a separate revenue source to balance the budget. As a general planning guideline, a forward looking projection indicating a reserve balance to be less than the projected gap between appropriations and estimated revenues would indicate a potential structural deficit. This is a key indicator of the Commission's projected fiscal health.

As of 12/31/2017, the Commission's fund balance of the General Fund was \$1,545,573.

### **Projections and Critical Issues**

As referenced in our statement last year, over the past several years the Commission has dramatically increased its scope of activities. In addition to increased demands on our CEHA Program we have been designated as the LINCS/BT Programs for Essex County.

If we include each municipality, our operating budget includes over seventeen independent sources of revenue, each to varying degrees vulnerable to abrupt discontinuance. Of these, there several which, if lost, could potentially place our ability to sustain operations in severe jeopardy. Even if all revenue sources remain in place, we are confronting potential issues of under funded contingent liabilities, a capped registration program and a dwindling reserve. Assuming grant funding and registration revenue will either remain constant in nominal dollars, or in fact decrease, increasing reliance would have to be placed upon developing new sources of net revenue or penalty proceeds, both highly problematic.

The Commission is quite unique for reasons beyond its basic organizational structure, which in fact is a consortium of municipalities bound together by a joint agreement to provide specialized public/environmental health programs. As indicated above, this in and of itself is not an entirely stable situation; however, there are two other major factors which clearly do no bode well for the long prospects of term sustainability.

Presently only thirteen of the counties twenty two municipalities are members of the Commission.

The Commission receives no financial support from the County for general operations.

The organizational issues and lack of secure stable sources of revenue discussed in last year's statement are yet to be resolved. Both the NJDHSS and the NJDEP are aware of the problems and issues discussed herein.

**Contacting the Commission's Management**

This financial report is designed to provide a general overview of the Commission's finances, comply with the finance-related laws and regulations, and demonstrate the Commission's commitment to public accountability. If you have questions about this report or would like to request additional information, contact the Commission's President Louis Anello, at 204 Hillside Avenue, Livingston, NJ 07039.



**ESSEX REGIONAL HEALTH COMMISSION  
FUND BALANCE SHEET/STATEMENT OF NET ASSETS  
DECEMBER 31, 2017**

	General Fund	Penalty Enforcement Activities	Adjustments	Statement of Net Assets
<u>Assets</u>				
Cash	\$ 224,192	\$ 6,205		\$ 230,397
New Jersey Cash Management Fund	2,370,164	116,334		2,486,498
Prepaid Expenses	570			570
Accounts Receivable Grants & Contracts	239,228			239,228
Accounts Receivable Municipalities	55,037			55,037
Accounts Receivable Fines & Registrations	-			-
Capital Assets Net of Accumulated Depreciation (Note 2)			\$ 35,275	35,275
<b>Total Assets</b>	<b>\$ 2,889,191</b>	<b>\$ 122,539</b>	<b>\$ 35,275</b>	<b>\$ 3,047,005</b>
<u>Liabilities &amp; Reserves</u>				
Accounts Payable	56,672			56,672
Accrued Payroll	8,090			8,090
Payroll Deduction	4,297			4,297
Unexpended Moving Expenses	22,873			22,873
Post Retirement Benefits Reserve	97,006			97,006
Unearned Registrations	1,154,680			1,154,680
	<b>\$ 1,343,618</b>			<b>\$ 1,343,618</b>
Fund Balances/Net Assets Unreserved Reported in General Fund	\$ 1,545,573			
Reserve reported in Penalty Enforcement Fund		\$ 122,539		
<b>Total Liabilities &amp; Fund Balances</b>	<b>\$ 2,889,191</b>	<b>\$ 122,539</b>		
<u>Net Assets:</u>				
Invested in Capital Assets				\$ 35,275
Unrestricted General Fund				1,545,573
Restricted Penalty Enforcement Fund				122,539
<b>Total Net Assets</b>				<b>\$ 1,703,387</b>

See accompanying notes to financial statements.

**ESSEX REGIONAL HEALTH COMMISSION  
STATEMENT OF GOVERNMENT FUND REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES/STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>Environmental Activities</u>	<u>Public Health Activities</u>	<u>Penalty Enforcement Activities</u>	<u>Total</u>	<u>Adjustments Note A</u>	<u>Statement of Activities</u>
<b>Revenues</b>						
Registrations	\$ 318,465					
Municipal	124,403					
County	130,371					
County (105 Grant)	69,428					
Interest	19,394		\$ 1,043			
MRC Grant		\$ 15,913				
NJDHSS/CDC XIV & XV		272,425				
CHEA Fees - EQEF	59,800					
<b>Total</b>	<u>\$ 721,861</u>	<u>\$ 288,338</u>	<u>\$ 1,043</u>	<u>\$ 1,011,242</u>		<u>\$ 1,011,242</u>
<b>Expenses</b>						
Personnel	\$ 638,553					
Contract	148,522					
Travel	11,620					
Other	20,779					
Equipment	2,883					
NJDHSS/CDC XIV & XV		\$ 272,425				
Depreciation/Amortization					\$ 7,149	
MRC Grant		15,913				
<b>Total</b>	<u>\$ 822,357</u>	<u>\$ 288,338</u>	<u>\$ -</u>	<u>\$ 1,110,695</u>	<u>\$ 7,149</u>	<u>\$ 1,117,844</u>
<b>Excess Expenditures/Revenues</b>	<u>\$ (100,496)</u>	<u>\$ -</u>	<u>\$ 1,043</u>	<u>\$ (99,453)</u>		<u>\$ (106,602)</u>
<b>Changes in Fund Balances/Net Assets</b>						
Beginning of Year						1,895,211
Prior Period Adjustment- Expenses						8,798
Write Off- Old Enforcement Receivable						(94,020)
End of Year						<u>\$ 1,703,387</u>

See accompanying notes to financial statements.

**ESSEX REGIONAL HEALTH COMMISSION  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Cash Flow From Operating Activities:		
Excess of Expenditures over Revenues		\$ (106,602)
Prior Year Uncollectible Enforcement Receivables		(94,020)
Prior Year Expenses		<u>8,798</u>
		<u>\$ (191,824)</u>
Adjustments to reconcile Excess of Expenditures Over Revenues to Net Cash Provided by Operating Activities:		
Depreciation/Amortization	\$ 7,149	
Decrease in Receivables	61,677	
Increase in Accounts Payable/Reserves	33,260	
Increase in Accrual & Payroll Deductions	1,901	
Decrease in Prepaid Expenses	(570)	
Increase in Unearned Registration Fees	<u>480,080</u>	
		<u>583,497</u>
Net Cash Provided by Operating Activities		<u>\$ 391,673</u>
Net Increase in Cash & Cash Equivalents		\$ 391,673
Cash - Beginning of Period		<u>2,325,222</u>
Cash - End of Period		<u>\$ 2,716,895</u>

See accompanying notes to financial statements.

ESSEX REGIONAL HEALTH COMMISSION

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2017

Note 1

The financial statements of the Commission are prepared in accordance with generally accepted accounting principals (GAAP). Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements report using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, ie.,both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related program liability is incurred.

Note 2

When Capital Assets (equipment) that are to be used in governmental activities are purchased, the cost of those assets are reported as expenditures in government funds. However, the Statement of Net Assets includes those Capital Assets among the assets of the Commission.

Capital Assets have been recorded at cost, and depreciated over their normal useful lives using the straight line method of depreciation:

	Net Balance 12/31/2016	Additions	Net Balance 12/31/2017
Capital Assets	\$ 359,575	-	\$ 359,575
Leasehold Improvement	50,657	-	50,657
	\$ 410,232	-	\$ 410,232
Accumulated Depreciation	(345,011)	(4,618)	(349,629)
Amortization/ Leasehold			
Improvement	(22,797)	(2,531)	(25,328)
	<u>\$ 42,424</u>	<u>\$ (7,149)</u>	<u>\$ 35,275</u>

Note 3

Essex Regional Health Commission entered into a lease with the Township pf Livingston for the rental of approximately 4,200 square feet of the Senior Community Center (the "Building) located at 204 Hillside Avenue, Livingston, New Jersey. The term of the lease is for five (5) years commencing on December 1, 2010 and ending on November 30, 2015 unless sooner terminated as provided in the lease. At the expiration of the initial term the Lease shall automatically renew for additional one (1) year terms ("Extended Terms") unless terminated by either Landlord or Tenant upon sixty (60) days written notice prior to the end of the initial term or the last extended term. During the first year of the initial term, Essex Regional Health Commission agrees to pay the landlord \$37,800, or \$3,150 a month. Beginning with the rent due on December 1, 2011, the rent to be paid will be calculated in accordance with price indexes listed in Schedule B of the lease. Should the application of this formula result in a percentage increase of less than 1% in the year, Essex Regional Health Commission agrees that there will be a one percent (1%) increase in the rent for the year. In no event will the increase exceed three percent (3%) in the year.

ESSEX REGIONAL HEALTH COMMISSION

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2017

Note 4

On May 2, 2013, the Commission entered into a lease agreement for a copier with Kyocera Document Solutions. The term of the lease is for sixty months, and aggregate payments under the lease total \$9,793.

Note 5

An Interlocal Services Agreement was signed on March 14, 2011 between the Township of Livingston and the Commission. Under the terms of this agreement the Commission shall institute and prosecute violations of the "Air Pollution Control Code of the Essex Regional Health Commission" in the Municipal Court of the Township of Livingston. The Township shall collect all fines associated with the violations of the Ordinance. Livingston shall keep 50% of the penalties or fines collected. The other 50% shall be paid over to the Commission. The Commission shall pay all legal fees necessary to prosecute all Ordinance violations out of its portion. On December 11, 1998 the Commission adopted a resolution establishing the disposition of penalty proceeds received from the Environmental Court. All penalty proceeds collected by the Commission will be maintained in the custody of the Commission and be utilized for purposes deemed appropriate by the Board. The term of the agreement is from June 1, 2011 to May 31, 2021, and may be extended for further periods of ten (10) years upon mutual agreement by the governing bodies of Livingston and the Commission. Either party may, at any time, cancel this agreement upon 60 days written notice to the other party. Payments due the Commission are to be paid by Livingston on a quarterly basis beginning September 2011.

Note 6

Registration and Certification Fees are recognized ratably over the registration period from January 1, 2017 to December 31, 2017. Registration fees collected during the twelve month period of January 1, 2017 to December 31, 2017 were collected for the 2017 registration period and income was recognized thru December 31, 2017.

Note 7

In the normal course of operations the Commission receives grant funds from various federal and state agencies. The grant programs are subject to audit by agents of the granting authority to ensure compliance with conditions precedent to the granting of funds. Any liability for reimbursement which may arise as the result of these audits is not believed to be material.

Note 8

As of February 1, 2017 the Commission was extended a line of credit by PNC Bank, NA in the amount of \$200,000. The initial rate of interest was 6.25% with the line of credit expiring February 1, 2019.

ESSEX REGIONAL HEALTH COMMISSION

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2017

Note 9

Substantially all of the Commission's employees participate in the Public Employee's Retirement System (PERS). This system is sponsored and administered by the New Jersey Division of Pensions and Benefits. The Public Employee Retirement System is considered a cost sharing multiple employer plan. The contribution policy is set by New Jersey State Statutes and contributions are required by active members and contributing employers. Plan member and employer contributions may be amended by State of New Jersey legislation. PERS provides for employee contribution of 7.34%, as of 7/1/17, of employees annual compensation, as defined. Employers are required to contribute at an actuarially determined rate in PERS. The actuarially determined contribution includes funding for the cost-of-living adjustments and noncontributory death benefits. The commission offers a 457(b) Deferred Compensation Plan to its employees. Under this plan employee contributions are made pre-tax and are accumulated tax deferred. The plan is administered by Valic Retirement Services and AXA.

The Commission's Employees participate in the State of New Jersey's Health Insurance Plan. As of July 15, 2014 contributions will be based on percentage of salary range and the plan selected. Employee contributions are pre-tax under a Section 125 plan.

Note 10

In June of 1999, the Governmental Accounting Standards Board (GASB) issued Statement 34 "Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments". This Statement establishes new financial reporting requirements for state and local governments throughout the United States. The Commission adopted GASB Statement 34 for the year ended 12/31/04.

Note 11

On March 29, 2017 the County of Essex through Essex County Health Department, designated as the CEHA entity entered into an agreement with Essex Regional Health Commission to provide the provision of the programs for air, water and noise in accordance with CEHA standards, an expanded program of underground storage tank inspections and implement a program to ensure pesticide control compliance as well as other provisions outlined in the agreement. The contract is for the period July 1, 2017 through June 30, 2018 and the payment shall be in an amount not to exceed \$201,500. Included in the total consideration provided by the County is \$69,430, in the Federal 105 Funding. Either party may be unilaterally terminate from this agreement upon 90 days written notice to either party. ERHC shall deposit all fees, fines and penalties collected into the Certified Agency's EQEF Account. All penalty proceeds from CEHA related enforcement actions will be paid to the Commission net of the following administrative charges, which shall be retained by the County: 20% for all penalty actions; and 30% for actions adjudicated or settled in Superior Court.

ESSEX REGIONAL HEALTH COMMISSION

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2017

Note 12

Contracts for Service and Grant Agreement Contracts

The Commission has entered into Contracts for Services with:

NJ Dept. of Health & Senior

Services:

Public Health

Emergency Preparedness	7/1/17-6/30/18	\$296,009
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Essex County CEHA	7/1/17-6/30/18	\$201,500
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Essex County EQEF	7/1/16-6/30/17	Based on Fines & Penalties <u>To Be Assessed</u>
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Note 13

Other

As of December 31, 2017, the Commission had uninsured cash balances totaling \$2,486,498 in the New Jersey Cash Management Fund. Other operating cash accounts deposited in banks may also go over the FDIC insured limit of \$250,000 when reimbursement checks are received from the State of New Jersey.

Note 14

Other Post-Employment Benefits (“OPEB”)

The Commission contributes to the State Health Benefits Program (SHBP), a cost sharing, multiple-employer defined benefit post-employment healthcare plan administered by the State of New Jersey Division of Pensions and Benefits. SHBP was established in 1961 under N.J.S.A. 52:14-17.25 et seq., to provide health benefits to State employees, retirees, and their dependents. Rules governing the operation and administration of the program are found in Title 17, Chapter 9 of the New Jersey Administrative Code. SHBP provides medical, prescription drugs, mental health/substance abuse, and Medicare Part B reimbursement to retirees and their covered dependents.

The SHBP was extended to employees, retirees and dependents of participating local public employers in 1964. On October 8, 2013, the Commission authorized through resolution to adopt the provisions of NJSA 52:14.17.38 under which a public Employer may agree to pay for the SHBP coverage of certain retirees and recommended completion of the Resolution Addendum –Ch.48, P.L. 1999 based upon the July 30, 2013 recommendation of the Post Retirement Committee.

ESSEX REGIONAL HEALTH COMMISSION

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2017

Note 14 (Continued)

Other Post-Employment Benefits (“OPEB”) (Continued)

The State Health Benefits Commission is the executive body established by statute to be responsible for the operation of the SHBP. The State of New Jersey Division of Pensions and Benefits issues a publicly available financial report that includes financial statements and required supplementary information for the SHBP. That report may be obtained by writing to:

State of New Jersey Division of Pensions and Benefits, P.O. Box 295, Trenton, NJ 08625-0295, or by visiting their website at: [www.state.nj.us/treasury/pensions/gasb-43-sept 2008.pdf](http://www.state.nj.us/treasury/pensions/gasb-43-sept 2008.pdf)

Funding Policy

Participating employers are contractually required to contribute based on the amount of premiums attributable to their retirees. Post-retirement medical benefits under the plan have been funded on a pay-as-you-go basis since 1994. Prior to 1994, medical benefits were funded on an actuarial basis.

Contributions to pay for the health premiums of participating retirees in the SHBP will be billed to the Commission on a monthly basis.

Note 15

On January 19, 2017, Essex Regional Health Commission entered into an agreement with Hudson Regional Health Commission, where by Hudson Regional Health Commission was to provide the services of a Chief Financial Officer and Qualified Purchasing Agent. The terms of this Agreement shall be automatically extended for successive one (1) year periods unless renegotiated or terminated by either party. Payments under this contract are to be paid quarterly in the amount of \$8,750.00 (\$35,000.00 annually).

On April 1, 2014, Essex Regional Health Commission entered into an agreement with Hudson Regional Health Commission, where by Hudson Regional Health Commission was to provide the services of a licensed health officer who will administer all Commission agency activities. All the Commission’s activities shall meet “Public Health Practice Standards of Performance for the Local Boards of Health in N.J. (N.J. A.C. 8:52)”. The terms of the Agreement shall be automatically extended for successive (1) year periods unless renegotiated or terminated by either party. Payments under this contract are to be paid quarterly in the amount of \$16,117 per calendar quarter (\$64,468 annually).



**SUPPLEMENTARY INFORMATION**

**ESSEX REGIONAL HEALTH COMMISSION  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
DECEMBER 31, 2017**

<u>Category</u>	<u>Budgeted Original</u>	<u>Amounts Final</u>	<u>Actual Amounts Budgetary Basis (See Note A)</u>
<u>Personnel</u>			
Salaries	\$ 391,499	\$ 403,101	\$ 403,018
Part Time	15,878	33,843	31,931
Overtime - CEHA/Idling	-	4,311	4,311
Overtime - On Call	20,000	16,274	10,153
	<u>\$ 427,377</u>	<u>\$ 457,529</u>	<u>\$ 449,413</u>
<u>Fringe</u>			
FICA	\$ 34,000	\$ 34,000	\$ 33,216
PERS	64,000	76,400	73,475
Medical	90,000	61,100	56,449
Retiree Benefits Health	5,400	5,400	4,572
Workers Comp.	-	16,500	15,834
Dental	6,000	6,000	3,713
Unemployment	2,500	2,500	1,881
	<u>\$ 201,900</u>	<u>\$ 201,900</u>	<u>\$ 189,140</u>
<u>Contract</u>			
Hudson Regional	\$ 75,521	\$ 79,947	\$ 79,947
Legal	9,000	9,000	147
Office Rental	31,500	31,500	29,606
Office Cleaning	9,000	9,000	7,901
EPI Intel & Health	27,800	14	90
Auditor	16,000	16,900	16,451
Insurance	34,000	17,500	12,865
ADP	4,600	4,600	1,515
	<u>\$ 207,421</u>	<u>\$ 168,461</u>	<u>\$ 148,522</u>
<u>Travel</u>			
Gas	\$ 3,000	\$ 3,000	\$ 1,782
Gas Mileage Reimbursement	3,000	3,000	418
Auto Maintenance	5,000	5,000	2,471
Convention/Meetings	15,000	15,000	6,949
	<u>\$ 26,000</u>	<u>\$ 26,000</u>	<u>\$ 11,620</u>
<u>Other</u>			
Telephone/Pagers	\$ 8,000	\$ 8,000	\$ 5,961
Medical Surveillance	1,200	1,200	-
Office Supplies/Printing	5,000	6,250	6,211
Postage	5,000	5,000	4,328
Publication/Subscriptions	500	800	755
Photocopier	3,000	3,000	1,806
Water Cooler	1,000	1,000	845
Miscellaneous	3,000	2,750	873
	<u>\$ 26,700</u>	<u>\$ 28,000</u>	<u>\$ 20,779</u>
<u>Equipment</u>			
Monitoring Equipment	\$ 5,000	\$ 5,000	\$ -
Miscellaneous	2,500	799	-
Protection/Containment	2,500	2,500	296
Office Equipment	3,000	3,000	1,102
Equipment Maintenance	3,000	3,000	1,485
	<u>\$ 16,000</u>	<u>\$ 14,299</u>	<u>\$ 2,883</u>
CDC Grant XV	\$ 141,002	\$ 143,097	\$ 134,540
CDC Grant XIV	145,213	137,884	137,884
MRC	7,500	15,913	15,913
	<u>\$ 293,715</u>	<u>\$ 296,894</u>	<u>\$ 288,337</u>
<u>Total</u>	<u>\$ 1,199,113</u>	<u>\$ 1,193,083</u>	<u>\$ 1,110,694</u>
<u>Estimated Revenue</u>			
Municipal Assessments	\$ 124,403	\$ 124,403	\$ 124,402
ERHC EQEF Fund	50,000	50,000	59,800
CDC Grant XV 7/16 - 6/17	141,002	143,097	134,540
CDC XIV 7/17 - 6/18	145,213	137,884	137,883
MRC NACCHO	7,500	15,913	15,915
Essex County (CEHA/105)	194,000	199,310	199,799
Reserve	536,995	522,476	522,476
<u>Total</u>	<u>\$ 1,199,113</u>	<u>\$ 1,193,083</u>	<u>\$ 1,194,815</u>

See accompanying notes to financial statements.

**ESSEX REGIONAL HEALTH COMMISSION  
 BUDGETARY COMPARISON SCHEDULE - GENERAL FUND  
 BUDGET TO GAAP RECONCILIATION GENERAL FUND  
 DECEMBER 31, 2017**

Note A - Explanation of Differences between  
 Budgetary Inflows and GAAP Revenues & Expenditures

		<u>General Fund</u>
<u>Sources/Inflows of Resources</u>		
Actual Amounts (budgetary basis) "available for appropriation" from the Budgetary Comparison Schedule		\$ 1,194,815
<u>Difference - Budget to GAAP</u>		
Reserve appropriation is not considered a current year revenue for financial reporting purposes		(522,476)
Revenues considered a current year revenue for financial reporting purposes:		
Rounding	\$ 1	
Interest Income	19,394	
Interest Penalty Enforcement Fund	1,043	
Registration Fees	<u>318,465</u>	<u>338,903</u>
Total Revenues as reported on Statement of Revenues, Expenditures and Changes in Fund Balances Governmental Funds/Statement of Activities		<u>\$ 1,011,242</u>
<u>Uses/Outflows of Resources</u>		
Actual amounts (budgetary basis) "total charges to appropriations" from Budgetary Comparison Schedule		\$ 1,110,694
<u>Differences - Budget to GAAP</u>		
Governmental Funds report Capital Outlay as expenditures. However in the Statement of Activities, the cost of these assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation/amortization exceeded capital outlay in the current period.		<u>7,149</u>
Total Expenditures as reported on the Statement of Revenues, Expenditures and Changes in Fund Balances Governmental Funds/Statement of Activities		<u>\$ 1,117,843</u>

See accompanying notes to financial statements.

**ESSEX REGIONAL HEALTH COMMISSION  
SCHEDULE OF GRANTS AND CONTRACTS FOR SERVICES RECEIVABLE  
DECEMBER 31, 2017**

Essex County EQEF	\$ 22,104
Essex County CEHA & 105 Grant	138,104
State of New Jersey- CDC XIV	<u>79,020</u>
Total	<u><u>\$ 239,228</u></u>

See accompanying notes to financial statements.

**ESSEX REGIONAL HEALTH COMMISSION  
SCHEDULE OF ACCOUNTS RECEIVABLE MUNICIPALITIES  
DECEMBER 31, 2017**

East Orange	\$ 12,770
Cedar Grove	3,038
Belleville	10,720
Irvington	13,331
Livingston	1,523
Millburn	3,691
Orange	8,086
West Caldwell	<u>1,878</u>
Total	<u><u>\$ 55,037</u></u>

See accompanying notes to financial statements.

**ESSEX REGIONAL HEALTH COMMISSION  
SCHEDULE OF FEDERAL AND STATE FINANCIAL ASSISTANCE  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Grantor/Pass Through Grantor/Program Title	Federal CFDA Number Contract Number	Program or Award Amount	Federal Revenue Recognition	Expenditures	
				2016	2017
<u>Federal Awards</u>					
<u>NJ State DEP Section 105 Grants</u>					
<u>County Essex CHEA Grant</u>					
7/1/16 - 6/30/17	66.001	\$ 69,428	\$ 69,428	\$ 34,714	\$ 34,714
7/1/17 - 6/30/18	66.001	\$ 69,428	34,714	-	34,714
<u>New Jersey Department of Health</u>					
<u>Hiper-Lincs Agencies</u>					
7/1/17-6/30/18	93.069	\$ 296,009	137,883	152,464	137,883
7/1/16-6/30/17	93.074	\$ 287,004	287,004	-	134,540
<u>Medical Reserve Corp.</u>					
2013	93.08	\$ 15,913	15,913	-	15,913
Total			<u>\$ 544,942</u>	<u>\$ 187,178</u>	<u>\$ 357,764</u>

See accompanying notes to financial statements.

**ESSEX REGIONAL HEALTH COMMISSION**  
**PHILEP (LINC AGENCIES) 2017**  
**PLP17LNC018**  
**YEAR ENDED DECEMBER 31, 2017**

<u>Term 7/1/16-6/30/17</u>	<u>Final Approved Budget</u>	<u>Expenditures 2016</u>	<u>Expenditures 2017</u>	<u>Audited Expenditures</u>	<u>Questioned Costs</u>
<u>Cost Category</u>					
Salaries & Wages	\$ 185,938	\$ 95,281	\$ 90,657	\$ 185,938	\$ -
Fringe Benefits	33,068	19,710	13,358	33,068	-
Consultant/Professional Services	37,364	23,382	13,982	37,364	-
Office Expenses & Related Costs	5,304	2,751	2,553	5,304	-
Program Expenses & Related Costs	9,562	3,309	6,253	9,562	-
Travel, Conferences & Meetings	2,094	1,362	732	2,094	-
Facility Cost	13,674	6,670	7,004	13,674	-
Total	<u>\$ 287,004</u>	<u>\$ 152,465</u>	<u>\$ 134,539</u>	<u>\$ 287,004</u>	<u>\$ -</u>

See accompanying notes to financial statements

**ESSEX REGIONAL HEALTH COMMISSION  
PHILEP (LINCS AGENCIES) 2017  
PHLP18LNC023  
YEAR ENDED DECEMBER 31, 2017**

<u>Term 7/1/17 - 6/30/18</u>	<u>Final Approved Budget</u>	<u>Expenditures 2017</u>	<u>Audited Expenditures 2017</u>	<u>Questioned Costs</u>
<u>Cost Category</u>				
Salaries & Wages	\$ 173,264	\$ 96,421	\$ 96,421	\$ -
Fringe Benefits	26,818	13,945	13,945	-
Office Expenses & Related Costs	6,300	2,118	2,118	-
Program Expenses & Related Costs	11,200	2,791	2,791	-
Travel, Conferences & Meetings	2,600	1,310	1,310	-
Consultant/Professional	60,106	13,453	13,453	-
Facility Cost	<u>15,721</u>	<u>7,846</u>	<u>7,846</u>	<u>-</u>
Total	<u>\$ 296,009</u>	<u>\$ 137,884</u>	<u>\$ 137,884</u>	<u>\$ -</u>

See accompanying notes to financial statements.



**INDEPENDENT AUDITOR'S REPORTS**



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Commissioners  
Essex Regional Health Commission  
Livingston, NJ 07039

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities of Essex Regional Health Commission (Essex), as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise Essex's basic financial statements, and have issued our report thereon dated September 21, 2018.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Essex's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Essex's internal control. Accordingly, we do not express an opinion on the effectiveness of Essex's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Essex's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "DeSena & Company". The signature is written in a cursive, flowing style.

DeSena & Company  
East Hanover, New Jersey  
September 21, 2018



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM  
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM  
GUIDANCE**

To the Board of Commissioners  
Essex Regional Health Commission  
Livingston, NJ 07039

**Report on Compliance for Each Major Federal Program**

We have audited Essex Regional Health Commission's (Essex) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Essex's major federal programs for the year ended December 31, 2017. Essex's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of Essex's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and the Audit Requirements for Federal Awards* (Uniform Guidance), and NJ OMB Circular 15-08. Those standards and the Uniform Guidance and NJ OMB Circular 15-08 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Essex's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Essex's compliance.

***Opinion on Each Major Federal Program***

In our opinion, Essex complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2017.

**Report on Internal Control over Compliance**

Management of Essex is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Essex's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance and NJ OMB Circular 15-08, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Essex's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and NJ OMB Circular 15-08. Accordingly, this report is not suitable for any other purpose.



DeSena & Company  
East Hanover, New Jersey  
September 21, 2018

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED DECEMBER 31, 2017

*Part 1 - Summary of Auditor's Results*

**Financial Statement Section**

- A) Type of auditor's report issued: Unqualified
- B) Internal control over financial reporting:
- 1) Material weakness(es) identified?   yes Xno   n/a
- 2) Were reportable condition(s) identified that were not considered to be material weaknesses?   yes Xno   n/a
- C) Noncompliance material to general purpose financial statements noted?   yes Xno   n/a

**Federal Awards Section**

- D) Dollar threshold used to determine Type A programs   \$750,000
- E) Auditee qualified as low-risk auditee? Xyes   no   n/a
- F) Type of auditor's report on compliance for major programs   Unqualified
- G) Internal control over compliance:
- 1) Material weakness(es) identified?   yes Xno   n/a
- 2) Were reportable condition(s) identified that were not considered to be material weaknesses?   yes Xno   n/a
- H) Any audit findings disclosed that are required to be reported in accordance Uniform Guidance?   yes Xno   n/a

I) Identification of major programs:

  CFDA Number(s)   Name of Federal Program or Cluster

N/A

N/A

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED DECEMBER 31, 2017

*Part 1 - Summary of Auditor's Results (Continued)*

**State Awards Section**

- J) Dollar threshold used to determine Type A programs \$750,000
- K) Auditee qualified as low-risk auditee? X yes    no    n/a
- L) Type of auditor's report on compliance for major programs Unqualified
- M) Internal control over compliance:
- 1) Material weakness(es) identified?    yes X no    n/a
- 2) Were reportable condition(s) identified that were not considered to be material weaknesses?    yes X no    n/a
- H) Any audit findings disclosed that are required to be reported in accordance with N.J. OMB Circular 15-08?    yes X no    n/a

I) Identification of major programs:

<u>Contract Number(s)</u>	<u>Name of State Program</u>
N/A	N/A

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED DECEMBER 31, 2017

*Part 2 - Schedule of Financial Statement Findings*

This section identifies the reportable conditions, material weaknesses, fraud, illegal acts, violations of provisions of contracts and grant agreements, and abuse related to the financial statements that Government Auditing Standards requires reporting in an audit in accordance with the Uniform Guidance.

NONE



SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED DECEMBER 31, 2017

*Part 3 - Schedule of Federal and State Award Findings  
And Questioned Costs*

This section identifies the reportable conditions, material weaknesses, and material instances of noncompliance, including questioned costs, related to the audit of major federal and state programs, as required by the Uniform Guidance and New Jersey OMB Circular 15-08.

NONE